

# Equality Impact Assessment Toolkit (March 2017)

## Section 1: Your details

**EIA lead Officer:** Rachel Musgrave, Consultant in Public Health  
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**Head of Section:** Julie Webster, Director of Public Health  
**Chief Officer:** Julie Webster, Director of Public Health  
**Directorate:** Adults Care and Health  
**Date:** 6<sup>th</sup> July 2020

## Section 2: What Council proposal is being assessed?

On the 22<sup>nd</sup> of May 2020 HM Government requested individual COVID-19 Outbreak Plans to be developed by all Councils by 30<sup>th</sup> June 2020.

Wirral Council published the local Outbreak Management Plan on the Council Website:  
[www.wirral.gov.uk/covid19outbreak](http://www.wirral.gov.uk/covid19outbreak)

If residents or businesses require the Outbreak Management Plan in a different language or format, then please email: [covid19enquiries@wirral.gov.uk](mailto:covid19enquiries@wirral.gov.uk)

The Local Outbreak Management Plan covers seven themes summarised below:

1. Care Homes and Schools
2. High Risk Workplaces, Communities and Locations
3. Mobile Testing Units & Local Testing approaches
4. Contact Tracing in Complex Settings
5. Data Integration
6. Vulnerable People
7. Local Boards

The Outbreak Management Plan will ensure there is provision in place to support vulnerable local people to get help to self-isolate (e.g. encouraging neighbours to offer support, identifying relevant community groups, planning how to co-ordinate and deploy) and ensuring services meet the needs of diverse communities.

Councils are required to establish governance structures led by existing Covid-19 Health Protection Boards and supported by existing strategic co-ordination groups (gold command forums) and a new member-led Board to communicate with the general public, both locally and at the Combined Authority (Merseyside Resilience Forum) level.

There is a proposal to develop the local structure and governance of outbreak management for all outbreaks, but specifically in relation to COVID-19. The Council is proposing to set up a Health Protection Board and Outbreak Management Board by August 2020.

**Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?**

**Yes / No** If 'yes' please state which meeting and what date

Cabinet Meeting on 27<sup>th</sup> July 2020

**Please select hyperlink to where your EIA is/will be published on the Council's website**

**Strategy** (Health & Care, Intelligence, Communications, Growth, Health & Wellbeing, Strategy, Environment, Schools Commission, Housing Commission)

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

**Navigate to Equality Impact Assessments since 2017 – then Strategy & Partnership**

**Section 3: Does the proposal have the potential to affect?**

- Services – Yes - could potentially affect Council Services**
- The workforce - Yes - could potentially affect Council workforce and employees working for a broad range of organisations across the Borough.**
- Communities – Yes - could potentially affect all residents**
- Other – Yes - Private Sector, Voluntary & Community Sector**

We will work collectively as a community to continue to stop the spread of COVID-19. The impact of outbreak management could potentially affect all residents and businesses within the Borough.

Wirral Council is committed to working in partnership with residents, local health providers, businesses, community and religious groups, schools, and charities, to build on the continued efforts of our communities to respond to the COVID-19 pandemic locally.

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:** Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)? Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead Person	Time-scale	Resource implications
<p>The <b><u>Workforce</u></b> – within the Council and private, third sector, public sector organisations across Wirral - including employees from protected groups.</p>	<p><b>Potential impact 1 - Prevention of Outbreak Management</b> - Restrictions may be put in place for <u>residents / businesses / employees</u> to protect them from an outbreak of an infection disease or virus occurring.</p> <p><b>Potential Impact 2 - Control and manage Outbreaks</b> - Restrictions may put in place for <u>residents / businesses / employees</u> due to the incident of an outbreak of an infection disease or virus.</p>	<p>Action to <b>Prevent, Control and Manage</b> Outbreaks for resident’s, the workforce, and businesses:</p> <p>*Implementation of Wirral’s Outbreak Management Plan – we will support vulnerable people and ensure services meet the needs of diverse communities.</p> <p>*Dedicated Outbreak Management cells/board will meet regularly to ensure appropriate support for residents and businesses and protected groups is in place across the Borough: Outbreak Control Operational Cell, Outbreak Control Strategic Cell, Outbreak Management Board, Health Protection Board.</p> <p>*Dedicated Communication Role/Lead employed to ensure that outbreak management operations and communications, including advice and guidance is accessible by protected groups.</p> <p>*Wirral’s Testing Strategy supports vulnerable residents/groups – and ensures appropriate provision for vulnerable/protected groups.</p> <p>Employees will be expected to follow all Public Health Guidance in relation to COVID-19.</p> <p>*There will be a multiagency approach to outbreak management, and employees will work in partnership with colleagues across a wide range of organisations and businesses. We recognise that some staff members may need to follow official Public Health guidelines regarding shielding or any other specific advice.</p> <p>* Where evidence and guidance exist, the Council will be proactive to ensure that any official instruction, advice and/or</p>	<p>Rachel Musgrave</p>	<p>July 2020 – onwards</p>	<p>Test and Trace Funding awarded in June 2020 will support the development of a local and regional outbreak management response. There is a multiagency response to outbreak management working with the Public, Private and Third Sector. Dedicated staffing resource will ensure that action required to</p>
<p>All <b><u>Residents</u></b> – including residents from protected groups.</p>	<p><b>Potential Impact 3</b> - It is recognised that COVID-19 outbreaks may affect people with protected characteristics and health conditions in different and</p>	<p>Employees will be expected to follow all Public Health Guidance in relation to COVID-19.</p> <p>*There will be a multiagency approach to outbreak management, and employees will work in partnership with colleagues across a wide range of organisations and businesses. We recognise that some staff members may need to follow official Public Health guidelines regarding shielding or any other specific advice.</p> <p>* Where evidence and guidance exist, the Council will be proactive to ensure that any official instruction, advice and/or</p>			
<p>All types of <b><u>Businesses</u></b>, Community and</p>	<p><b>Potential Impact 3</b> - It is recognised that COVID-19 outbreaks may affect people with protected characteristics and health conditions in different and</p>	<p>Employees will be expected to follow all Public Health Guidance in relation to COVID-19.</p> <p>*There will be a multiagency approach to outbreak management, and employees will work in partnership with colleagues across a wide range of organisations and businesses. We recognise that some staff members may need to follow official Public Health guidelines regarding shielding or any other specific advice.</p> <p>* Where evidence and guidance exist, the Council will be proactive to ensure that any official instruction, advice and/or</p>			

<p>Religious Groups – which will include staff, volunteers, members of the public, and members of protected groups.</p>	<p>possibly disproportionate ways. Where evidence and guidance exist, we will work proactive with local organisations and residents to ensure that they are well supported, and information is available and can be understood.</p>	<p>guidance is disseminated to protected groups in an appropriate way.          *The Council has set up a BAME COVID-19 support group that meets to engage and consult with community members. The Council consulted with the BAME thematic group about the development of the outbreak management plan and will continue to engage with the group to develop the outbreak management communication plan. The Council will explore similar approaches in respect of other groups with protected characteristics.</p>			<p>support protected groups is implemented appropriately.</p>
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**Section 4a: Where and how will the above actions be monitored?**

Outbreak Control Strategic Cell  
Outbreak Management Board  
Local Health Protection Board

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

**Section 5: What research / data / information have you used in support of this process?**

Public Health guidance, research findings relating to protected groups or vulnerable groups will be factored into any planning and response for outbreak management.

Wirral Intelligence Service undertakes local and regional analysis and research and supports the outbreak management cells/boards to provide insight.

We use local intelligence to develop our response to prevent outbreaks and protective measures and to inform the local testing strategy.

We will implement an information system to ensure that national, regional, and local information flows enable effective case management and outbreak prevention, control, and management.

The Council has engaged with community members to receive valuable feedback from the BAME COVID-19 support group. The Council will continue to engage regularly with the BAME COVID-19 support group to work in partnership in our local response to delivering the Outbreak Management Plan. Through the robust partnerships established with the community and voluntary sector and key organisations as part of the Humanitarian Cell, the Council has been able to ensure that Wirral's COVID-19 response has swiftly responded with mitigating action in respect of residents with protected characteristics and this approach to engagement and regular review of activity will continue.

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

The Council has engaged with local Councillors, residents, and partner organisations in the development of the Terms of Reference for the Health Protection Board, Outbreak Management Board and Outbreak Management Governance Structure Chart and Outbreak Management Plan.

**If 'yes' please continue to section 7.**

**If 'no' please state your reason(s) why:**

There is a requirement to implement the outbreak management governance arrangements at pace due to the COVID-19 Outbreak that occurred in March 2020.

The Council has set up a dedicated COVID-19 email address, internet page and telephone number to support engagement and enquiries from residents and businesses:

Email: [covid19enquiries@wirral.gov.uk](mailto:covid19enquiries@wirral.gov.uk)

Webpage: [www.wirral.gov.uk/covid19outbreak](http://www.wirral.gov.uk/covid19outbreak)

Helpline: Monday to Friday 9am - 5pm on 0151 666 5050

## **Section 7: How will consultation take place and by when?**

The Council has engaged throughout May to July 2020 with local Councillors, and partner organisations in the development of the Terms of Reference for the Health Protection Board, Outbreak Management Board and Outbreak Management Governance Structure Chart.

The Council engaged with community groups throughout May to June 2020 to help develop Wirral's Outbreak Management Plan. The Council will continue to engage with residents and businesses throughout 2020 and beyond in the response to COVID-19 outbreaks, building on the relationships established and continued partnership approach coordinated at the COVID-19 Humanitarian Cell meetings.

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

## **Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**